



## DOUGLAS COUNTY, KS AGRITOURISM

### Registration Information



Agriculture is a vital part of Kansas' economy. The industry impacts every citizen. Many farmers have joined the effort by diversifying their operations through agritourism. Agritourism is agriculture based activities that bring people to farms, ranches or other agricultural settings. Some examples include u-pick operations, corn mazes, farm to table dinners, and on-the-farm restaurants with markets that sell locally made foods. Douglas County recognizes the great value of agritourism and its potential to benefit farms of all sizes. As part of the development to encourage agritourism, Douglas County has established a process to help promote these farming operations.

#### **SUBMITTAL**

The applicant is responsible for providing public notification in the forms of letters mailed to property owners, as outlined in the registration form, prior to the submittal of the form to the Zoning and Codes Office. The following items must be submitted with the registration form:

- 1) Property Owner List (This list can be obtained by the Douglas County Clerk's Office -785.832.5167)
- 2) Sample Notification Letter (See page 4 for sample letter)
- 3) Site plan

#### TIER 1

If the Zoning and Codes Director determines the proposed use meets the Tier 1 definition and standards (Section 12-319-704 of the Zoning Regulations) it will be registered administratively and a registration will be provided you.

#### TIER 2

If it is determined the proposed use meets the Tier 2 definition and standards, the Zoning and Codes Office will schedule the item for a County Commission meeting and will notify public within 1000 ft of the meeting date.

#### OTHER

If it is determined that the use does not meet the Tier 2 definition or standards the use may require approval through a Conditional Use Permit, Special Event Permit or Rezoning.

- Please note this approval is tied to the state agritourism approval for the same location's agritourism activities. You can visit the state's website at: <http://www.travelks.com/industry/agritourism/> to register your agriculture business/operation. This permit is non-transferrable to another operator or another property location.
- Structures for agritourism uses are required to comply with Douglas County Construction Codes [County Codes 12-319-7.13, HR-12-11-5 and amendments thereto Res. 13-02]

**EXPIRATION DATE: 5 YEARS FROM ISSUANCE OF STATE OF KANSAS AGRITOURISM PERMIT FOR THE ACTIVITIES STATED IN THE REGISTRATION FORM.**

\*Engaging in any activity not listed on the registration form will be considered a violation subject to the enforcement provisions of Section 12-329 of the County Zoning Regulations.

**Please contact the Zoning & Codes department or visit their website for questions about agritourism and registration:**

Douglas County Zoning & Codes: (785) 331-1343 phone (785) 842-1201 fax  
[http://www.douglas-county.com/depts/ad/docs/pdf/ad\\_countycode\\_chapter12.pdf](http://www.douglas-county.com/depts/ad/docs/pdf/ad_countycode_chapter12.pdf) [http://www.douglas-county.com/depts/ad/docs/pdf/ad\\_countycode\\_chapter13.pdf](http://www.douglas-county.com/depts/ad/docs/pdf/ad_countycode_chapter13.pdf)

**Please contact the Health Department for questions about adequate water supply, plumbing, sanitation or other environmental concerns:**

Douglas County Health Department: (785) 843-3060 phone (785) 843-3161 fax  
[http://www.kdheks.gov/nps/lepp/county\\_codes/douglascounty.pdf](http://www.kdheks.gov/nps/lepp/county_codes/douglascounty.pdf)

# DOUGLAS COUNTY, KS AGRITOURISM REGISTRATION FORM

Following registration of your Agritourism use with the State of Kansas, please provide a copy of the approved State Agritourism Registration form with this completed form to the Douglas County Zoning and Codes Department; 3755 East 25th Street, Lawrence, KS. (785-331-1343)

**A meeting with Zoning and Codes staff is highly recommended prior to submittal of registration information for a preliminary determination on the registration process.**

(The determination may be revised upon review of the submitted material.)

<b>Business Name:</b>	<b>Website (if any):</b>
<b>Physical Address of Proposed Agritourism Business (or legal description and general location if unaddressed):</b>	
<b>Business Owner Information</b>	
Name	_____
Mailing Address	_____
Phone Number	_____
Email Address	_____
<b>Property Owner Information (if different than Business Owner)</b>	
Name	_____
Mailing Address	_____
Phone Number	_____
Email Address	_____
<b>Type of Agritourism activity proposed (check all that apply):</b>	
<input type="checkbox"/> Farmers markets/Roadside Stands	<input type="checkbox"/> Farm Stays
<input type="checkbox"/> U-Pick Operations	<input type="checkbox"/> Bed and Breakfast
<input type="checkbox"/> Garden, nursery tours	<input type="checkbox"/> Horseback riding
<input type="checkbox"/> Farm Winery tours/tastings	<input type="checkbox"/> Recreation (fishing, hunting, hiking, etc)
<input type="checkbox"/> Farm-related exhibits and tours	<input type="checkbox"/> Corn mazes/Pumpkin patches
<input type="checkbox"/> Petting Zoo	<input type="checkbox"/> Assembly type use such as fair or festival
<input type="checkbox"/> Educational and learning experiences	<input type="checkbox"/> Wedding, reception or similar uses
<input type="checkbox"/> Ancillary retail sales	
<input type="checkbox"/> Other (Describe activity. _____)	
Add sheet if necessary). _____	
_____	
_____	
<b>List services, facilities, and amenities provided (seating area, tables, toilets, etc):</b>	

**Provide a detailed description of all Agritourism activities available to your guests** (attach an additional sheet if necessary):

**Provide a plan for the use which provides at a minimum:**

- All structures to be used for the activity shown on the plan and dimensioned and the distance from the nearest property line noted.
- Agritourism activity area marked on the plan.
- Access and parking areas shown and dimensioned, with the number of parking spaces provided.
- Water and sanitation facilities provided per the County Health Department approval.
- Hours of operation noted.
- Anticipated attendance noted.

(The plan may be drawn on a scaled aerial photo which can be obtained from the Zoning and Codes Office.)

**Additional Information:**

1. Will the agritourism business be located on parcel, or one of a group of contiguous parcels under the same ownership as agricultural land uses listed in 12-306-2.01 or a working farm or ranch as determined by the Zoning and Codes Director? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will the agritourism business operator reside on the parcel, or on one of a number of contiguous parcels containing the Agritourism business? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is the operator of the Agritourism use the property owner or operator, his/her family members and employees (paid or volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If a Farmer's market is proposed will there be 10 or less vendors? Yes \_\_\_\_\_ No \_\_\_\_\_
5. If Bed and Breakfast is proposed, will there be 3 or fewer guestrooms? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Are 40 or fewer parking spaces planned for the agritourism use? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Are more than 100 parking spaces planned for the agritourism use? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Will the agritourism activity utilize any motors or motorized vehicles, with the exception of agricultural machinery and vehicles or electric motors? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is outdoor amplification of sound, such as auctioneering speakers or amplified music (with exception of stereo or radio) proposed with the use? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Is exterior lighting proposed? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Will any of the agritourism activities occur within a structure? Yes \_\_\_\_\_ No \_\_\_\_\_
12. What is the nearest paved road to the agritourism property? \_\_\_\_\_
13. What driving route is proposed from the nearest paved road to the agritourism property?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Are there any physical impediments along this route, such as steep slopes, sharp curves, minimum maintenance roads, one-lane bridges, etc?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide the following information for required Public Notification:**

- A 1000 ft property owner list which has been obtained from the Douglas County Clerk's Office. If the notification area extends within the corporate limits of a city, the list shall include owners within the 1000 ft notification area that extend 200 ft into the city. If the 1000 ft extend into another county, the applicant shall contact that county for a mailing list.
- A sample of the letter which was mailed to all property owners on the list which includes the following information:  
*"An Agritourism use located at \_\_\_\_\_ is in the process of being registered with Douglas County. The Agritourism use will consist of \_\_\_\_\_ (add a brief description of the event) \_\_\_\_\_ Please contact me at \_\_\_\_\_ (phone number, and/or email) \_\_\_\_\_ with any questions regarding this registration or the Douglas County Zoning and Codes Department at 785-331-1343."*
- Post office certification of the date the letters were mailed.

**Please use this space for additional information:**

**Applicant's Signature :**

**Date :**

\_\_\_\_\_

\_\_\_\_\_